

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES

MAY 19, 2020

A scheduled meeting of the Board of Commissioners was held on Tuesday, May 19, at 6:00 p.m. in the Council Chamber, 103 N. Main Street, Broadway, North Carolina.

Board members present were Mayor Donald Andrews, Commissioners Tommy Beal, Lynne Green, Janet Harrington, Teresa Kelly and Jim Paschal. Also, former Acting Town Manager Bob Stevens, Town Manager Eddie Thomas, and Town Clerk Laura Duval were present.

The meeting was called to order by Mayor Andrews. Mayor Pro Tem Beal gave the invocation, which was followed by the Pledge of Allegiance.

Commissioner Harrington made the motion to accept the Agenda as presented. The motion was seconded by Commissioner Paschal. Motion carried unanimously.

Consent Agenda – Approval of April 26 Board Meeting Minutes and the April Financial Statement. Commissioner Harrington made the motion to accept the Consent Agenda as submitted. The motion was seconded by Commissioner Paschal. Motion carried unanimously.

Former Acting Town Manager Bob Stevens read the budget message for fiscal year 2020-2021. The best educated guess was made on the sales tax revenue. Powell Funds may be down, also. Property taxes have been increased due to new development. Sales tax is based on ad valorem. As the County and City of Sanford grow, their sales tax increases, whereas, the Town of Broadway sales tax decreases. Adjustments may have to be made to the budget over the next 12 months. The tax rate remains the same at \$0.49 per \$100 valuation. Water and sewer rates have not changed. Mayor Andrews thanked Mr. Stevens for preparing the budget. The recycling charge is a wash. That amount goes in and out. The sanitation fee is increasing from \$12.70 per month per cart to \$14.70. An administrative cost of \$3,600 is included in the increase. It covers the Town's cost of staff's time replacing and repairing carts. A newsletter with a survey for citizen input on recycling will be published soon. The fate of recycling will be considered before contract renewal next year.

Mayor Andrews opened the Public Hearing on the proposed 2020-2021 budget. There was no one speaking in favor of or against the budget. The Mayor closed the Public Hearing. The budget will be presented for adoption at the June 22 meeting. The budget is available for review on the Town website.

No new applications were received for the Planning Board. Jerry Bradley and Justin Rosser agreed to serve another term. Mayor Pro Tem Beal made the motion to re-appoint Jerry Bradley and Justin Rosser to the Broadway Planning Board. The motion was seconded by Commissioner Green. Motion carried unanimously. Letters will be sent notifying them of their re-appointments.

Manager's Report – Town Manager Eddie Thomas advised the Town Board of an issue that will be coming up shortly. Per Executive Order 124, delinquent customers will be provided with a payment plan option to pay their account balance for March, April and May over a six month period. There is a possibility that the order may be extended beyond June 2, so additional months may be included. Out of 700 water customers, approximately 22 are in arrears at this point in time. \$4,616.70 is the amount in arrears as of today. The range of arrears is \$40 to \$175 with the highest at \$450. A penalty cannot be charged on the payment plan. The UNC SOG recommended the Town create a letter that will be approved by Counsel and the Town Board. Once approved, the letter will be delivered to customers giving a clear explanation of the payback for their signature. Executive Order 124 states the payment plan has to be reasonable. The amount in arrears will be divided by six months and is due in six installments, but this is preliminary. The customer is required to pay the current bill, as well as the installment. Collection will be an issue and may result in some water service being disconnected. Enforcing the policy will be a challenge, and it has to be consistent for all.

Mr. Thomas expressed his appreciation to Town staff. He stated he could not ask for a better group of people. They work hard at getting the Town's business done. Staff move from one task to another. They're passionate about dealing with the citizens, and they're polite and respectful. He thanked the Mayor and Town Board for the phone calls and words of encouragement. Mr. Thomas expressed his thanks to Bob Stevens for helping so much during the transition. He also acknowledged that Mayor Andrews does a lot of work behind the scenes and has helped him a lot with technology. The Mayor is willing to roll up his sleeves and help pick up bulk trash.

Commissioner Comments – Commission Paschal recognized the Police Department for doing a good job checking on speeding and loud mufflers. The Mayor explained that Todd has increased the speed check points, and an officer has to observe a loud vehicle in order to write a citation. They have been writing warning tickets. The police department is taking a proactive approach to the best of their ability.

Commissioner Green questioned the COVID-19 violation on the monthly police report. It was explained as a violation of social distancing. She recently explained to a citizen that the Town does not pick up construction materials. The citizen didn't realize this and was very apologetic. Education may help with that issue. Another citizen noted that the Mayor and Town Manager were working in the trenches on bulk trash.

Mayor Pro Tem Beal has noticed several violations of the weed/grass cutting ordinance. Town Manager Thomas will be contacting the property owners about cutting their lots. The Mayor Pro Tem has received complaints from the Baptist Church about stuff being parked on church property. The Mayor has been working on this issue with Marshall Downey of Community Planning and Development. The Town needs a Code

Enforcement Officer, and Mayor Andrews is pursuing help with that. When this particular issue is addressed, it will have to be handled according to the law. There are other property issues in Town that will need to be addressed, also.

Commissioner Harrington thanked Bob and Eddie for all their work on the budget. She also thanked Eddie for installing solar lights at the Seminole Road Welcome Sign.

Mayor Comments – Mayor Andrews advised he plans to include bulk trash and yard debris guidelines in the newsletter and also post the information on the Town website. When a citizen has remodeling done, the contractor should haul off the debris. Bulk trash should not be placed in front of a vacant house or lot. The Town will not pick that up. Trash carts should be placed on the same side of the street as a person's home.

The Mayor and Town Manager had a virtual meeting with TJCOG representatives. They have finished the water maps. Craig will need to review it and fill in some of the gaps. Don K, with Lee County GIS, can overlay it on GIS. They indicated the Town can pursue a grant for a feasibility study in the fall. Mayor Andrews plans to explore sewer options with the City of Sanford.

TJCOG representatives went above and beyond on the cemetery maps. Eventually, it will be placed on line. The maps have pictures of the headstones, identify vacant lots, and indicate military service. They have done a lot of work, and the digital map is very impressive.

Mayor Andrews and Town Manager Thomas had a virtual meeting with Withers-Ravenel about the South Main Street sidewalk project. It may be pushed back to May of next year. Withers is still waiting for DOT to approve their man hours. There are eight utility poles the sidewalk will have to go around because it would cost \$15,000 to move one pole. It would be cheaper to purchase easements from property owners. Withers will send the Town information so that conversation can be initiated.

The Mayor will ask John-Beverly Printers to include a survey card in the newsletter with three or four questions about recycling. Citizens can either drop the card in the mail or in the drop box at Town Hall. Information packets will be put together for new residents. The newsletter will go out in June.

Mayor Andrews asked the Town Board if they're comfortable getting their agenda packets via email. The Town would have to purchase seven iPads. The iPad can be purchased under state contract for approximately \$299, which is \$30 less than retail. The Mayor explained there is software available that allows highlighting, underlining, and circling items. The Town also needs a laptop should virtual meetings continue. The Town Board agreed the iPads are a good idea.

Counsel Love will be asked to review the payment plan under Executive Order 124 for delinquent customers. It will then be presented for Board approval.

The Town Hall will re-open when the City of Sanford opens. The Governor may move the state into Phase 2 on Friday.

The gun shop has had a soft opening and looks really good inside. They've done a lot of work to the old town hall. Rockslide USA is still working on their building beside the hardware store. Interest in the old Dollar General Building has subsided. Dr. Lucas owns the building where Terminix was located. He rents the front part of the building as office space. The building beside the NCVM is owned by John Cain and is being rented as a residence. It is zoned as residential.

With no further business to come before the Town Board, Mayor Pro Tem Beal made the motion to adjourn the meeting. The motion was seconded by Commissioner Paschal. Motion carried unanimously to adjourn.

Donald F. Andrews
Mayor

Laura K. Duval, Town Clerk